



## FORM CATERINGRPT INSTRUCTIONS – MONTHLY CATERING REPORT:

These instructions will help you prepare your report. If you have questions about the Monthly Catering Report, please call us toll-free at (866) 859-2254; in Helena at 444-6900.

**How to file your report.** When filing your monthly report, we encourage you to file electronically through Taxpayer Access Point (TAP). Electronic filing is simple, secure and convenient. To register for electronic filing, go to <https://tap.dor.mt.gov>. You will need your account id, account type (on-premises) and zip code. Once you are registered, you will be able to file and view your past transactions.

*Please be aware that you are required to send a report even if you have no events for the month.*

If you choose not to file electronically, complete Form CateringRpt using blue or black ink. Print your Account Id and License Number in the blocks provided.

**When and where to file.** Your catering report form is due monthly by the 15<sup>th</sup> of each month for events catered in the previous month.

If you choose not to file electronically, mail your form to Montana Department of Revenue, Liquor Control Division, P O Box 1712, Helena, MT 59624-1712.

**Frequently Asked Questions.** We encourage you to review the Frequently Asked Questions on the Liquor Licensing web page for guidance when catering special events.

### Specific Instructions

**Line 1.** Please provide your name as the entity or individual that owns the liquor license.

**Line 2.** Please provide your assumed business for the liquor license business.

**Line 3.** Please provide your Account ID.

**Line 4.** Please provide your Liquor License Number.

**Line 5.** Please enter the month for which you are sending your monthly catering report. Below in the table please list each individual event catered for the month. Please complete each column for each catered event.

**Line 6.** Please check this box if no events were catered for the month you are reporting.

**Did you know that e-file is not just for electronically filing your taxes? You can also e-file your Monthly Catering Reports. Please visit our website at [revenue.mt.gov](http://revenue.mt.gov) for information about electronic filing options.**

